



MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 02-10

☒ **Policy** ☐ **Information**

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DET Regional Directors
DET Area Directors

cc: WIA State Partners

From: Angelo Buonopane, Director
Department of Labor and Workforce Development

Date: March 21, 2002

Subject: Plan Modification Instructions for FY2003

Purpose: The purpose of this policy is to provide instructions to the Local Workforce Investment Boards (LWIBs) on the preparation and submission of modifications for FY2003 to the Five-Year Plan (and subsequent modification) for the workforce development system including the operation of the One-Stop Career Center (OSCC) service delivery system.

Policy: The LWIB, with agreement and signature of the Chief Elected Official (CEO), is responsible for preparing and submitting modifications to the Five-Year Local Plan (and subsequent modification) by May 10, 2002 in accordance with this policy.

Action

Required: Review this document and provide copies of it to individuals who will be responsible for preparing the Local Plan modifications.

Effective: Immediately

Plan Modification Instructions for FY2003

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183

- References:** Workforce Investment Act of 1998
WIA Final Regulations 20 CFR Part 652, §661-355
MOU WIA Communications(will be issued under separate cover)
- Inquiries:** Any questions related to this correspondence should be directed to Jennifer Kadlick, extension 112 at (617) 727-6573, Rosemary Graham, extension 1325 at (617) 727-8158, or Bill Murphy at (617) 626-5386.
- Filing:** Please file this in your notebook of previously issued WIA Communication Series Issuances as #02-10.

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<p style="text-align: center;">Planning Schedule for WIA Five-Year Local Plan FY2003 Modification</p>
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By March 15th	Five-Year Local Plan Modification Instructions issued
By March 15th	Local Partner MOU Instructions issued
April 3rd	Operator's Meeting (1:00-3:00), Question and Answer Session at the Milford Public Library (More information will follow through a WIA Communication)
May 10th	Five-Year Local Plan Modifications submitted by CEOs & LWIBs to State
June 14th	State Partners Review of Five-Year Local Plan Modifications
By June 28th	State Approvals of Five-Year Local Plan Modifications sent to CEOs & LWIBs

**Planning Package Checklist and Submission Instructions
for
Five-Year Local Plan Modification
Workforce Investment Act**

Items provided in the planning instructions	Items to submit with Five-Year Local Plan Modification
Checklist (form)	_____Completed Checklist
Cover Signature Sheet (example)	_____Signed Cover Sheet
Planning Questions	_____Plan Narrative
Attachment A: MOU Activity Summary (form)	_____MOU Activity Summary
Attachment B: Overall Performance Goals (form)	_____Overall Performance Goals
Attachment C: Integrated Budget Summary (form)	_____Integrated Budget Summary
Attachment D: Labor Market Information	_____Summary Sheet by Region
Attachment E: State Agency Contacts	
Attachment F: Summary Sheet by Region (form)	

Submit a signed original and 2 copies of the plan to:

Angelo R. Buonopane, Director
Department of Labor and Workforce Development
One Ashburton Place, Room 2112
Boston, MA 02108
Attention: Jennifer Kadlick

Additionally, please e-mail a complete copy with attachments to:

Jennifer.Kadlick@state.ma.us
LJCaissie@CommCorp.org
WMurphy@detma.org

Plan Modification Instructions for FY2003

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**Workforce Investment Act
Fiscal Year 2003**

Five-Year Local Plan Modification

Name of Local Area

Name of Workforce Investment Board

We submit this plan with knowledge and acceptance of our roles and responsibilities for the workforce development system and for the One-Stop Career Center service delivery system as specified in Workforce Investment Act of 1998, and in the Final Regulations at 20 CFR Part 652.

Chief Elected Official

Chair, Workforce Investment Board

Signature _____ Date _____

Signature _____ Date _____

Printed name _____

Printed name _____

Title _____

Title _____

Organization _____

Organization _____

Address _____

Address _____

City, State, Zip _____

City, State, Zip _____

WIA FIVE-YEAR LOCAL PLAN FISCAL YEAR 2003 MODIFICATION

LOCAL PLANNING INSTRUCTIONS

INTRODUCTION

In President Bush's Budget Message to Congress on February 4, 2002, he states, "Americans will never forget the murderous events of September 11, 2001. They are for us what Pearl Harbor was to an earlier generation of Americans: a terrible wrong and a call to action."

Even prior to September 11th, Local Workforce Investment Boards and One-Stop Career Centers were beginning to see the signs that the economy was shifting. The events on September 11th further exacerbated this economic shift. The concerns over high job vacancy rates in certain industries have now been replaced by concerns about the rising unemployment rate and concerns about major layoffs across the Commonwealth.

During the second year of implementation of the Workforce Investment Act, Local Boards were challenged with shifting their focus quickly at a time when demand for workforce development services was greater than ever.

In this environment, One-Stop Career Centers continue to refine the service delivery system according to the principles of universal access as they work to integrate partner services.

These challenges have been taken on and accomplishments achieved while adjusting to operating with less support from the traditional state and federal employment and training funding sources.

During FY2003, implementation will continue. With this knowledge, plan modification requirements for FY2003 are minimal. Whenever possible, information is requested for the modification only when circumstances have changed substantially in a local area such that service delivery will be impacted. **Budget and performance planning forms for FY2003 are required.**

It is expected that as the work of implementation of WIA continues, local areas will focus on creating connections, building capacity, and forming a resource base to further system development. This aim can be accomplished by:

- Continuing work to develop WIA mandated partner One-Stop memoranda of understanding,
- Integrating programs not mandated by the WIA legislation, such as TANF, employer-based training for incumbent workers, financial aid for post-secondary programs,

Workforce Training Fund, Extended Care Career Ladder Initiative, Building Essential Skills through Training (BEST) Initiative, and Adult Basic Education, and

- Seeking alternative and non-traditional sources of funding. This should be done not only because traditional employment and training federal funding allocations may continue to diminish, but also to broaden the base and scope of program possibilities. Funds should be sought that enhance and strengthen an area's overall workforce development strategy.

During FY2003, the state will continue to collaborate with local areas to conduct a comprehensive demand and supply analysis of the Massachusetts labor market. Supplying critical information, this endeavor should support the strategic planning efforts of local areas as work continues to build the Massachusetts workforce development system.

The state will continue to conduct outreach to the WIA partners at the state level to help to resolve some of the issues surrounding MOUs. In FY03, the state will continue to work with the various state agencies.

LOCAL PLANNING QUESTIONS

A. Local Labor Market Analysis

In order to ensure that the services provided under the Workforce Investment Act address relevant labor force and employer needs, an analysis of local labor market conditions is a critical component of the planning process. An understanding of the economic trends that shape the local labor market environment is essential in developing an appropriate mix of employment and training services which will support economic growth and development efforts.

Please describe any significant changes in local labor market conditions that have occurred since the submission of the Five-Year Plan (and subsequent modification) which will result in a shift of emphasis in the service mix available through the local One-Stop delivery system. This analysis should **describe any significant changes** that have an impact in any of these four areas:

1. The current industry employment trends, with an emphasis on the identification of industries experiencing either major growth or decline.
2. The projected industry and occupational employment opportunities.
3. The job skills and training requirements necessary for employment in targeted industries and occupations.
4. The education and training needs of individuals in your labor market area.

NOTE: If no changes have occurred, please indicate such as your response.

See Attachment D for a summary of labor market information that is available from the Economic Analysis Department of DET.

The use of additional sources of information, including results from employer surveys, local advisory groups, special reports and any other sources of relevant local labor market information is encouraged.

B. Workforce Development System Capacity Building

The leadership of the LWIB, in collaboration with the CEO of the region, is the key element in the building of an integrated workforce development system. The ultimate goal of the WIA is to create a local system that extends well beyond the partners and programs traditionally associated with local employment and training efforts. Only where the LWIBs and CEOs seize the opportunity to take the lead in building a system that is comprehensive, flexible, and responsive to local needs will the workforce development system become a significant partner in the planning of economic development efforts.

Responses are required for numbers 1 through 6 below.

1. The expansion of resources for employment and training services provided in the local workforce system should be a major objective of the LWIB. How does the LWIB intend to maximize its opportunities for securing additional resources? Are there specific federal, state, local or private funding opportunities which the LWIB intends to pursue? How does the LWIB plan to insure that additional resources are integrated into the local workforce system? Please describe how the LWIB will work in collaboration and agreement with the CEO in regards to the preparation of the WIA Plan Modification budget.
2. Strategic planning efforts conducted by an LWIB should lead to the development of a comprehensive and integrated workforce development system. Please describe where the LWIB is in its strategic planning process. Describe the process and indicate what partners participated in this process.
3. The local board, in partnership with the chief elected official, is responsible for conducting oversight of the local workforce development system. Please describe the process used by the LWIB to oversee the performance of the local workforce development system. Provide an overview of the LWIB's approach to performance oversight (including the steps in this process). Indicate what partners participate in the process and describe their roles. What types of data are collected? How is it collected and analyzed? How are the results of the analysis used to improve the performance of the local workforce development system?
4. What steps will the LWIB take to ensure the development of Memoranda of Understanding (MOUs) with all required partners during FY2003? Are there additional non-mandated partners with whom the LWIB intends to develop an MOU?
5. Please identify any required partners under WIA with whom you have been unable to execute a Memorandum of Understanding (MOU). Is there an expectation that an MOU will be signed in FY2003? Does the LWIB believe that negotiations are at an impasse?

6. Please complete and submit the MOU Activity Summary Form (Attachment A).

C. One-Stop Delivery System

This section provides information on the delivery of services through the OSCC, delineating the partners, the services to be delivered and the methods which will be employed by the LWIB and the OSCC to ensure continuous quality improvement and customer input.

Please describe in questions 1 through 6 any significant changes to your FY2001 Five-Year Local Plan and subsequent FY2002 modification which have occurred related to the following key elements of One-Stop service delivery. If no significant changes are planned, indicate such as your response.

1. Describe any changes in the vision of the Chief Elected Official (CEO) or the LWIB related to the development of an integrated workforce delivery system.
2. If access to core services for all required partners is not available through at least one comprehensive OSCC in your region, please explain why.
3. If there have been changes to the core services to be provided through the OSCC since your original plan submission, please describe.
4. If there have been changes to the way your OSCC ensures universal access to services for employers and job seekers, please describe.
5. If there have been changes in the methodology used to determine appropriate service needs of customers, please describe and provide a revised customer flow chart and narrative.
6. Describe any changes in your planned services to youth.

Responses are required for numbers 7 through 10 below:

7. Please list all current partners in your OSCC.
8. Please describe how you will coordinate services available through the OSCC with other workforce development, educational and youth programs in your region. For example: H1Bs, ECCLI, USDOL Discretionary Grants, School-to-Career Connecting Activities for Youth, Youth Opportunity Grants, Workforce Training Fund, and Welfare to Work Discretionary Funds, BEST, and Adult Basic Education, etc.

9. Please describe the results of your customer feedback mechanisms during the past year and how you have utilized this feedback to make changes in your OSCC.
10. What continuous quality improvements have you implemented during the past twelve months? Describe any future activities you have planned for the next twelve months.

D. Training Strategy

Describe only significant changes from the overall training strategy for youth, adults and dislocated workers outlined in your Fiscal Year 2001 Plan and subsequent modification. Indicate how any changed strategy relates to your analysis of the types of education and training appropriate for your labor market area (taking into account labor market changes that may have occurred over the course of the year). The information provided here should correspond to specific training plans outlined in local partner MOUs. Include, as applicable, discussion of the following types of education and training services:

- occupational skills training
- school-to-career programs
- entrepreneurial training
- on-the-job training
- employed worker training
- skills upgrading and retraining
- job readiness training
- adult basic education and literacy activities
- customized training

Additionally, according to Section 663.145 of the Workforce Investment Act Final Regulations:

WIA Title I formula funds allocated to local areas for adults and dislocated workers must be used to provide core, intensive, and training services through the One-Stop delivery system. Local boards determine the most appropriate mix of these services, but all three types must be available for both adults and dislocated workers.

Response required:

Please indicate how your area will provide training to customers during FY2003 with WIA Title I funds.

E. Youth Activities

The following two questions were included in the FY2001 and FY2002 planning instructions. Provide a new response if your Youth Council has developed a different strategy for FY2003 than was submitted with the local plan or plan modification:

1. How will your youth program and its activities be connected to the One-Stop delivery system, including which youth services, if any, will be provided through the One-

Stop Career Center? If not provided through One-Stop Career Centers, where and how will they be provided?

2. Describe how your service delivery design will assure that Title I Youth Activities are provided not as a stand alone activity, but as part of an array of services available in the local area including, for example, School-to-Career, local education providers, Job Corps, CBOs, and juvenile justice programs. Please include the following:

- referrals and coordination with appropriate service, training and education programs that have the capacity to serve Title I Youth either on a sequential or concurrent basis to Title I Youth Activities;
- referrals and coordination with appropriate service, training and education programs that have the capacity to serve youth who are not eligible for, or otherwise cannot be served in Title I Youth Activities.

Describe whether your Youth Council has completed any of the following activities, and whether it has taken the results of such activities into account in developing a WIA youth service plan:

Analytical Activity	Youth Council has completed this task	Youth Council has used the results in developing a WIA service plan
(a) An analysis of the education, workforce, and youth development status of the youth population within the local workforce investment area.		
(b) A 'map' or documentation of available federal, state, local, and private programs and resources available in your local workforce investment area to support youth development.		
(c) An inventory, description or assessment of the type and availability of youth development services available in your local workforce investment area, together with an identification of service gaps.		
(d) Development of coordinated service planning across youth development resources (<i>i.e.</i> , beyond Title I WIA funds).		
(e) A process for identifying successful providers of local youth activities.		
(f) A process for encouraging program improvement by local youth service providers.		

F. Overall Performance Goals

The Local Plan Modification will include a general summary of the overall performance goals that have been negotiated with each local partner for FY2003. More specific performance goals based on the level of categorical funding will be detailed in the Local Partner MOUs. Additional guidance on the federal and state requirements for local partner performance measures will be provided during the planning process.

Generally, the FY2003 Local Plan Modification Performance Goals for the One-Stop service delivery system should address the number of:

- individual customers using the One-Stop system,
- business customers using the One-Stop system,
- individual customers entering employment, and
- One-Stop system customers enrolling in training activities.

Please complete the **Overall Performance Goals Form**, Attachment B, and provide a narrative description of the overall local performance goals for FY2003.

Overall Performance Goals Instructions

Program Column

1. Total customers (Basic and Full): Total individuals served in one or more of the LWIB's programs.
2. WIA Title III Wagner-Peyser/Employment Service (include DVOP/LVER Veteran Programs)
3. Formula Title I Adult Program Enrollments
4. Formula Title I Dislocated Worker Program Enrollments
5. Formula Title I Youth Program Enrollments
6. Formula Welfare-to-Work Program Enrollments (Grant Year 2): Include only those to be served in FY2003
- 7-18. Other Individual Partner Programs (possible inclusions):

Mandatory Partner Programs

Community Service Block Grants
 Dept. of Ed/Adult Basic Education
 Job Corps
 Local Housing Program Training
 Mass. Commission for the Blind
 Mass. Rehabilitation Commission
 Title V Older Americans
 Trade TAA/NAFTA
 Unemployment Insurance
 USDOL Veterans

Optional Partner Programs

School-to-Career Connecting Activities
 DTA EAS
 DTA Post-Placement
 DTA Skills/Education
 HIB Grants
 Migrant & Seasonal Farm Workers
 Non-Custodial Fathers
 State Budget Line Items
 USDOL Disability Grants
 USDOL Discretionary Grants
 Youth Opportunity Grants
 Department of Mental Health
 Department of Mental Retardation

Performance Category Line Items

- A. Total Customers served (new registrants and active carry-in, excluding those receiving only follow-up services)
 1. Breakout of prior year carry-in including those in Line A total
- B. Of the total on Line A, the number enrolled in training or education, youth or WtW activity, etc. (excludes OSCC core/intensive services)
- C. Of the total on Line A, the number to enter employment ("Hires", "Obtained Employments" and "Found Suitable Employments")
- D. Total number of individual businesses served, including those placing job orders and those receiving other OSCC and LWIB services
- E. Total services provided to business customers (for "Total Customers" category only)

G. Integrated Budget Summary

This budget is intended to capture the planned expenditures for programs administered by the LWIB and/or through WIA-required partners via cash revenue to support the operation of the OSCC.

Where a partner contributes staff, services, space or equipment instead of cash revenue, this should be indicated in the Budget Narrative, but not in the Integrated Budget Summary.

Required partners under WIA must contribute a fair share of the operating costs of the One-Stop delivery system proportionate to the use of the system by individuals attributable to the partner's program (§662.270 WIA Final Regulations).

All funding must be expended in accordance with the guidelines and requirements associated with each funding source.

The total budget line for each fund type displayed on the Integrated Budget Summary should reflect the FY2003 allocation as well as carry-in from FY2002 where authorized by a funding source. Appropriate lines are provided to distinguish new revenue from prior-year carry-in.

Planned expenditures should be consistent with the expenditures reflected in the Memorandum of Understanding, Resource Sharing Agreement and additional budget documents negotiated by the LWIB with each funding source.

ATTACH A BUDGET NARRATIVE IN SUFFICIENT DETAIL TO EXPLAIN THE NATURE OF THE ITEMS INCLUDED IN EACH CATEGORY AND TO INDICATE PARTNERS' NON-CASH CONTRIBUTIONS.

Changes in the total amount of funding to be received from Required Funding Sources at any point during FY2003 will require a resubmission of the Integrated Budget Summary.

Integrated Budget Instructions

Expenditure Categories

Please enter the CASH REVENUE amounts into each appropriate category and funding column consistent with the requirements, limitations and budget documents required by WIA, OMB and the administrator of each funding source. Please also note in the narrative only where non-cash contributions are being made.

LWIB Activities:

Please enter the amount of funding planned to support LWIB activities, including the LWIB fiscal agent, if different from the career center - local fiscal agent.

FA Activities:

Please enter the amount of funds planned to support the activities of the local WIA fiscal agent.

OS Activities:

Please enter the planned expenditures for the following cost categories:

Personnel Costs:

Please enter the cost of personnel services, including salaries (base, overtime, increases), fringe benefits and related costs.

NPS Costs:

Please enter the amount of non-personnel costs, not including the cost of facilities or subcontracts. These should include such items as equipment lease, purchase and maintenance; travel; supplies; memberships, etc.

Facility Costs:

Please enter the cost of facilities, including rent for leased facilities, facility management costs, security systems (including equipment, installation and security system maintenance and monitoring), utilities (gas, oil, electricity, water, sewage), building repairs and maintenance (state owned buildings), building maintenance (janitorial, pest control, trash, signage, etc.), landscaping, snow removal, construction and/or modular furniture amortization.

ITA Costs:

Please enter the amount of funds identified to support ITA-eligible individuals.

Training Costs:

Please enter the amount of funds planned to support customized or group training programs, contracted program services for youth, and other education and training activities for Welfare-to-Work and other programs.

Support Services Costs:

Please enter the amount of funds identified for support services, incentives and/or other payments to program participants.

Other Costs:

Please enter and identify in the narrative any costs not appropriate to be placed in one of the above categories such as overhead, indirect costs, etc.

Total Budget:

These totals should be consistent with the funds reflected in the MOUs signed with each fund source.

NOTE: A second budget page is provided for the addition of partners not reflected on page one. Some examples are:

Trade (TAA, NAFTA)
Massachusetts Rehabilitation Commission
Massachusetts Commission for the Blind
Massachusetts Department of Education/Adult Basic Education
USDOL Veterans Grant funding
Local Housing Program
Community Services Block Grants
Title V Older Americans
Job Corps
Migrant and Seasonal Farm Workers
USDOL Discretionary Grants

H. Fiscal Agent(s)

Identify the local WIA fiscal agent as selected by the CEO. Identify any other local fiscal agent(s) responsible for the disbursement of funds received by grant or allocation, i.e., Wagner-Peyser and others as appropriate. For each fiscal agent, include the following information:

- * Funds type
- * Contact Person
- * Agency Name
- * Street Address
- * City, State, Zip Code
- * Telephone
- * Fax
- * Email

I. FY03 WIA Plan Summary Sheet by Region

Please fill out the “FY03 WIA Plan Summary Sheet by Region” (Attachment F). We anticipate using these summary sheets to share with members of the State Workforce Investment Board (SWIB).